

CHARTER

Simplified Acquisition Committee

(A Standing Subcommittee of the Acquisition Management Committee)

I. Background:

Around 1990, the NIH established the Small Purchases Advisory Committee (SPAC) in response to the Corrective Action Plan for Small Purchases. Communication was improved by involving representatives from the NIH small purchasing community. Small purchases later became known as simplified acquisitions and SPAC was renamed the Simplified Acquisition Committee (SAC). SAC later became a standing subcommittee of the Acquisition Management Committee (AMC).

II. Purpose:

The SAC serves in an advisory capacity to the Director, Division of Simplified Acquisition Policy and Services (DSAPS) on all aspects of simplified acquisitions including policies and procedures. The Committee's area of responsibility encompasses all simplified acquisitions including Delegated Procurement activities in the ICs and simplified acquisitions within the Offices of Acquisition (OA).

III. Membership:

SAC membership shall consist of the Director, DSAPS, who will serve as the SAC Chair, DSAPS Branch Chiefs, OA Simplified Acquisition Leads, and IC Acquisition Points of Contact. All members have one vote. The Chair shall only vote in the event of a tie. The SAC members may invite others to attend the meetings.

IV. Meetings:

The purpose of the SAC meetings is as set forth in Section II above. The issues can be presented by members or nonmembers. Each of the members may present, or arrange for presentation of, a topic at a meeting each year.

The SAC shall meet monthly, on the fourth Wednesday of the month, at a location identified by the Chair. Members, or their designees, are encouraged to attend all meetings. The Chair may call a special meeting of the committee at any time after providing sufficient notice.

In addition to the regular meetings, the SAC may hold planning seminars and/or conferences for the purpose of fostering better communication and working relationships.

V. Subcommittee(s):

The Chair and/or the members may identify certain issues which require more detailed consideration than can be accomplished by the full SAC committee at a meeting. In these instances, the SAC may elect to establish a subcommittee or working group, which may consist of both members and nonmembers, to review the matter and report back to the full committee. A voting member of the committee will normally chair any such subcommittee or group. Participation by NIH simplified acquisition staff is encouraged.

Subcommittees may be standing or ad hoc. Standing subcommittees are expected to meet regularly, and where deemed appropriate, may have their own charters, agendas, and meeting minutes. Ad hoc committees will be formed for the purpose of vetting a specific issue. Once a recommendation has been presented to and accepted by the SAC, the subcommittee may be disbanded.

VI. Records:

The Chair, with input from the SAC members, shall establish an agenda in advance of each meeting and shall ensure its distribution, including any documents to be discussed at the meeting. The Chair shall ensure that minutes of each meeting are taken and disseminated to members and other interested parties. The minutes shall summarize the discussions of each agenda item and include the results of any vote and any specific actions taken/to be taken. Acceptance of the minutes shall be voted on at the SAC meetings.

Approved: _____ Date: _____
Director, DSAPS